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Sanitized - Approved For Release : CIA-RDP70-00211R000100430017-4
REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE
FROM O&M SERVICE

TYPE OF PROJECT
☐ Survey ☐ System
☒ Specific Problem

ORGANIZATIONAL COMPONENT REQUESTING SERVICES
Deputy Director (Administration)

DATE OF REQUEST
2 September 1953

ELEMENTS OF PROJECT

☐ (1) Organization ☐ (3) Procedures ☐ (5) Work Measurement ☒ (7) System & Equipment
☐ (2) Staffing ☐ (4) Reporting ☒ (6) Records & Files ☒ (8) Staff Study

TITLE OF PROJECT

Reproduction Facilities for OCD

BRIEF DESCRIPTION OF PROJECT

To recommend the most feasible method of rendering support to OCD in the microfilming, development, reading and printing of intelligence documents; and, to recommend allocations of responsibility and locations regarding reproduction equipment deemed necessary.

9/9/53 - 5% complete. This project has been delayed somewhat because of our work on management improvement report.

9/16/53 - 40% complete. Fact finding proceeding. This project delayed in order to coordinate annual management improvement report.

9/23/53 - 70% complete. Draft of study in process of preparation.

9/30/53 - 85% complete. Recommendations being written

10/7/53 - 90% complete. Draft completed.

10/21/53 - 95% complete. Staff study completed and awaiting concurrences. Is to be used by the DD/I in current hearings before the Bureau of the Budget.

10/28/53 - 95% complete. In process of coordination. Checks of certain figures being made to insure consideration of objections raised by General Services.

11/4/53 - 95% complete. Additional checks being made as requested by General Services. None of these has changed any of the recommendations contained in the study. Study should be submitted in final form next week.

11/12/53 - 95% complete. Probably will be completed today during a meeting called by Acting DD/A.

11/18/53 - 100% completed.

FOR USE OF REQUESTING OFFICE

TIMING CONSIDERATION (starting date desired & condition of urgency, if any)

As soon as practicable

FOR USE OF O&M SERVICE

NAME OF ANALYST DEVELOPING PROJECT

ESTIMATED MAN DAYS REQUIRED

Analyst 10 Clerical 1 Total 11

STARTING DATE APPROVED

3 Sept. 1953

TARGET DATE

24 Sept. 1953

NAME, TITLE & SIGNATURE OF REQUESTOR

L. K. White, Acting DD/A.

ASSISTANT MANAGEMENT OFFICER

MANAGEMENT BOARD APPROVAL

OTHER APPROVAL, IF REQUIRED

DATE OF MANAGEMENT BOARD ACTION

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Case File - O&M

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COMPLETION REPORT ON MANAGEMENT PROJECT
BY O&M SERVICE

4-27

TYPE OF PROJECT

☐ Survey ☐ System☒ Specific Problem

ORGANIZATIONAL COMPONENT REQUESTING SERVICES

Deputy Director (Administration)

DATE OF REQUEST

BRIEF DESCRIPTION OF PROJECT

A detailed study was made in order to determine the best method for micro-filming, developing, viewing and printing intelligence documents handled by OCD, and the best physical and organizational location of personnel and facilities therefor. The study covered the present OCD-General Services system, time element, costs, services provided; the system proposed by OCD, comparative time and cost factors, the conversion time and costs, the estimated savings and improvement in services.

IMMEDIATE RESULTS ACCOMPLISHED

The Acting Deputy Director (Administration) instructed 1) OCD to install the proposed system as outlined in Tab C of the O&M Staff Study, 2) the Assistant to the DD/I (Admin) to make the necessary funds available for the remainder of FY 1954; 3) General Services to approve installation of equipment at 350 [REDACTED], as soon as they have tested new equipment involved, and to make the necessary alteration to the building; and 4) O&M to watch the conversion process and report its program to the DD/A periodically.

RECOMMENDED FUTURE ACTION

O&M should follow the conversion process continually and consult with OCD on procedures to be used, transfers and savings of personnel resulting from the new system, systematic reduction of space requirements as files are retired, effectiveness of more rapid service to researchers.

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PROJECT NUMBER

MAN DAYS REQUIRED

Analyst

Clerical

Total

DATE STARTED

7 September 1953

DATE COMPLETED

13 November 1953

DATE OF NOTIFICATION OF COMPLETION TO ORGANIZATIONAL COMPONENT

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